VDOT

Virginia Department of Transportation

CONSTRUCTION ENGINEERING INSPECTION SERVICES INFORMATION SESSION

Construction Division

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December 4th, 2020

Agenda

- Status of the CEI Program

- o Upcoming Procurements
- o Focus on Project Specific Contracts
- o Misc CEI Topics
- o Tips for Pre-award Packets
- o CEI Contract Management Manual

- VDOT use of Consultant Staff on Projects

- o What we need
- o What we are seeing
- o Tablet based inspection

- Question & Answer

Status of the CEI Program

Upcoming Procurements

- Culpeper (1Q2021) - Single Award ($2M/term)

- Bristol (2Q2021) - Two awards ($6M/term)

- Richmond (3Q2021) - Four awards ($3M/term)

- Lynchburg & NOVA to be advertised late 2021

- Upcoming Professional Services Contract Opportunities

  - http://www.virginiadot.org/business/ipd_upcoming_consultant_contracts.asp#scheduling

Status of the CEI Program

Considerations for Number and Amount of Award

Central Office coordinates number of award and term limits based on the following criteria:

- Anticipated workload over the next 2 to 4 years
- District's historical burn rate
- Types of projects in the SYIP
- District's available resources and anticipated consultant/VDOT ratios

Status of the CEI Program

Focus on Project Specific Contracts

- Central Office identifies projects meeting certain criteria to discuss with the Districts on pursuing a project specific contract. Criteria are as follows:
  - $20M or greater in **Construction Value**
  - Anticipated CEI task value for project over $750k
  - Design-Bid-Build delivery
  - Project must be identified a minimum of 9 months prior to ad date

Status of the CEI Program

Lump Sum Task Orders

- All new MOA's will have both the Lump Sum and Fixed Billable Rate payment methods.

- Criteria for Lump Sum Task Orders
  - Clearly defined scope
  - Short duration (one construction season or less)
  - Both parties agree Lump Sum is the proper method for executing task scope
  - VDOT task order manager generates an IGE prior to receiving consultant proposal

VDOT Certification Update

- Classes & exams offered via online, In-person, and via self study
- Bi-Monthly working group set up with Industry and VDOT to continue working on solutions
- Visit VDOT Materials Certification Schools (MCS) website for updated info.
  - https://www.virginiadot.org/business/matschools.asp

- Visit Community College Workforce Alliance (CCWA) website for training information
  - http://ccwatraining.org/vdot/

Status of the CEI Program

Annual Advanced Agreement Documentation

- For contracts awarded prior to 12/20/2017
  - Agreement is contract specific
  - Can elect monthly, hourly, or original contract terms
  - Will need to be submitted at term renewal only
- For contracts awarded after 12/20/2017
  - Documentation is binding for all active contracts
  - Each firm needs to submit directly to Construction Division
  - Need to submit in pre-award packet for new MOA's
  - If previously submitted documentation within past 6 months, no need to resubmit by 12/1

Status of the CEI Program

Tips for Pre-Award Packets

- Adhere to staffing limits in the RFP

  - Responsible Charge Engineer (8)

  - Construction Manager (8)

  - Senior Scheduler (6)

- Overtime (Inspectors, NACE, Environmental Compliance and Admin)

Status of the CEI Program

Tips for Pre-Award Packets

- Home Office and Field Office Classifications

  - Field Office includes all classifications

  - Home Office includes all classifications with the exception of reg. inspector classifications, NACE and Environmental Compliance

- Table formatting issues (pdf)

Status of the CEI Program

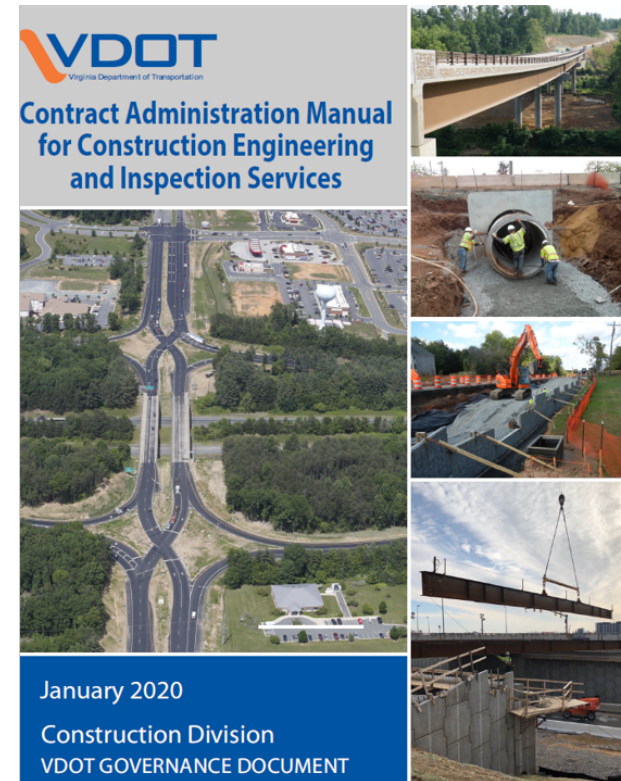## Negotiation - "Five Pillars"

- Ensure Personnel match EOI

- Ensure the office location are reasonable

- Ensure the personnel skill and experience match classification

- Ensure the rates are fair and reasonable

- Ensure the Non-Salary Direct costs sheets are accurate

Status of the CEI Program

CEI Contract Administration Manual

Purpose: To promote the consistent management and administration of consultant CEI contracts statewide.

- Covers most all Contract Administration policies and practices for Construction Division.

- Contains over 15 template and sample documents available at:
  http://www.virginiadot.org/business/const/ceis-manual.asp

- Will be a part of the forthcoming Professional Services Manual.

VDOT
Virginia Department of Transportation
Contract Administration Manual for Construction Engineering and Inspection Services

January 2020
Construction Division
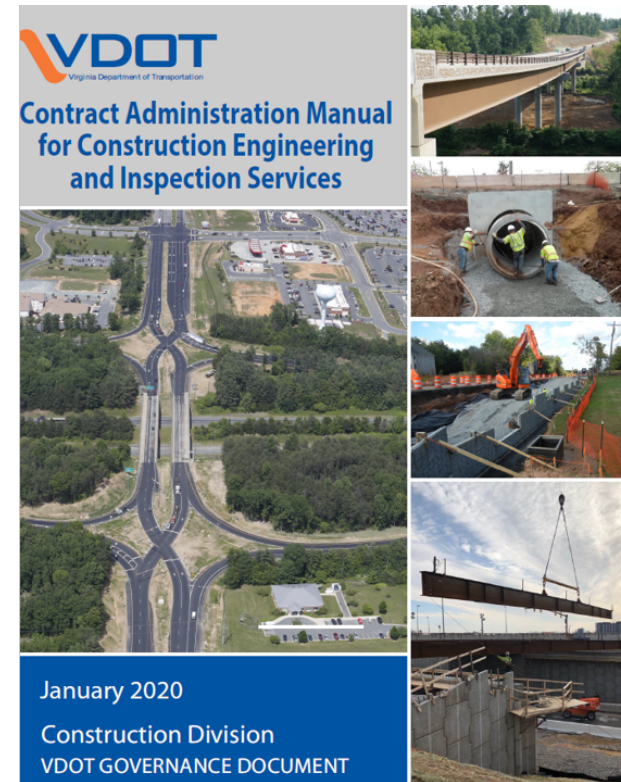VDOT GOVERNANCE DOCUMENT

Status of the CEI Program

CEI Contract Administration Manual

The manual provides VDOT Contract Administrators and Task Order Managers guidance on the following task:

- Resource and Acquisition Forecasting
- Post Award Coordination Efforts
- Task Order Management
- Contract Renewals
- Contract Modifications & Supplements
- Performance Evaluations
- Invoice/Progress Report Reviews
- Contract Records and Reporting (PSCRS)

VDOT
Virginia Department of Transportation
Contract Administration Manual for Construction Engineering and Inspection Services

January 2020
Construction Division
VDOT GOVERNANCE DOCUMENT

Status of the CEI Program

CEI Contract Management Manual

Task Order Management

- Task order durations shall not extend longer than 18 months and task order budgets shall not exceed $750,000 without the written approval of Deputy Chief Engineer.

- Task orders over 100 hours require a specified Scope and Project Codes

- Modifications – Task Orders can not be modified to increase in value.

Status of the CEI Program

CEI Contract Management Manual

Invoice Management

- All invoices require the invoice, progress report and mileage logs.

- Lump Sum invoices must include the percentage of the project complete.

- Lag in Subconsultant Invoices (Identify Progress Report)

- Supporting Documents (only at District request)

CEI Contract Management Manual

Highlights for Consultants:

- Final Record Review - To avoid potential conflicts of interest no employee of a consultant firm shall be permitted to audit work on any project in which that firm performed any consultant CEI services.

- Cost Plus Net Fee Contracts (Disposition of Net Fee)

- Post Award Coordination Meetings

VDOT use of Consultant Staff on Projects

Open Dialog

- **Mike Coffey,** Fredericksburg District Construction Engineer, Chair of DCE Community of Practice
- **Beau Hoyt**, Assistant State Construction Engineer

What we need?

What we are seeing?

VDOT use of Consultant Staff on Projects

Tablet based inspection

- Required on all new projects
  - Project Inspection and Documentation II&M
    - http://www.virginiadot.org/business/resources/const/IIM-CD-2020-03-01.pdf
  - VDOT Mobile Communication Device for CEI
   - http://www.virginiadot.org/business/resources/const/CEI_MobileCommunicationMemo.pdf

Smart Phone with Cellular and Data Coverage Only	$45/month
Smart Phone, iPad and accessories, Cellular and Data Coverage for both, and PlanGrid License	$145/month

- Training resources are available
  - PlanGrid Training Resources
    - http://www.virginiadot.org/business/resources/const/PlanGridResources.pdf
  - Email questions to econstruction@vdot.virginia.gov

VIRGINIA DEPARTMENT OF TRANSPORTATION

CONSTRUCTION DIVISION

INSTRUCTIONAL AND INFORMATIONAL MEMORANDUM

GENERAL SUBJECT:	NUMBER:
Project Inspection and Documentation	IIM-CD-2020-03.01
SPECIFIC SUBJECT:	DATE: September 21, 2020
Tablet Based Inspection	SUPERSEDES: N/A
APPROVED: Bates, Kerry A., P.E. Digitally signed by Bates, Kerry A., P.E. DN: CN="Bates, Kerry A., P.E.", OU=VDOT, OU=End-Users, OU=COV-Users, DC=cov, DC=virginia, DC=gov Date: 2020.09.21 10:48:53 -04'00'	Kerry. A. Bates, P.E. State Construction Engineer

PlanGrid Resources

Background

- In addition to what PlanGrid provides on their website, VDOT's eConstruction team has a wide array of resources available to both internal VDOT staff and consultant personnel
- These include eLearning modules, youtube videos, best practices, and user manuals

VDOT and PlanGrid: Policy

Policy
- Two policy documents cover the use of PlanGrid on projects, these include:
  - **Tablet Based Inspection IIM**
  - **Mobile Device Memo**

Training
- All consultant and VDOT personnel working on VDOT projects are expected to know how to use the software
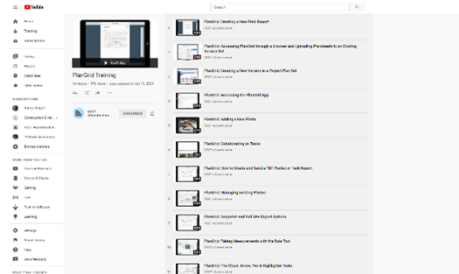- VDOT does not require any specific training or certification for the use of PlanGrid on projects.

Contact Us:

eMail:
eConstruction@vdot.Virginia.gov

All resources on our insideVDOT site can be provided by emailing us at the above address.
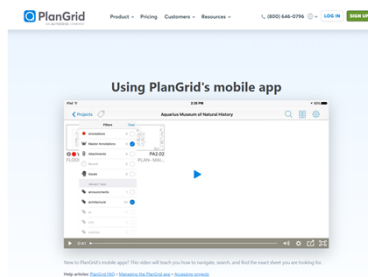
Available Resources:

eConstruction Youtube Site

The eConstruction YouTube Site is a publicly available YouTube site that can provide help with both PlanGrid and other eConstruction programs as well.
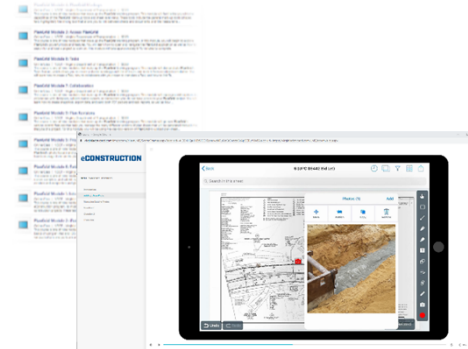https://www.youtube.com/channel/UCILCOjUXRQlpLcdXulUFoTQ

PlanGrid Video Tutorials

These are resouces developed by PlanGrid that walk users through different features of the platform.
https://www.plangrid.com/training/

VDOT-U eLearning

A Series of nine modules are available in VDOT-U and available to all users. These modules walk the user step by step through the process of using PlanGrid.
https://virginiadot.csod.com/client/virginiadot/default.aspx

eConstruction Website

The eConstruction website contains all of these resources and more. Available through insideVDOT only.
https://insidevdot.cov.virginia.gov/div/sc/IV2XM/SitePages/Home.aspx
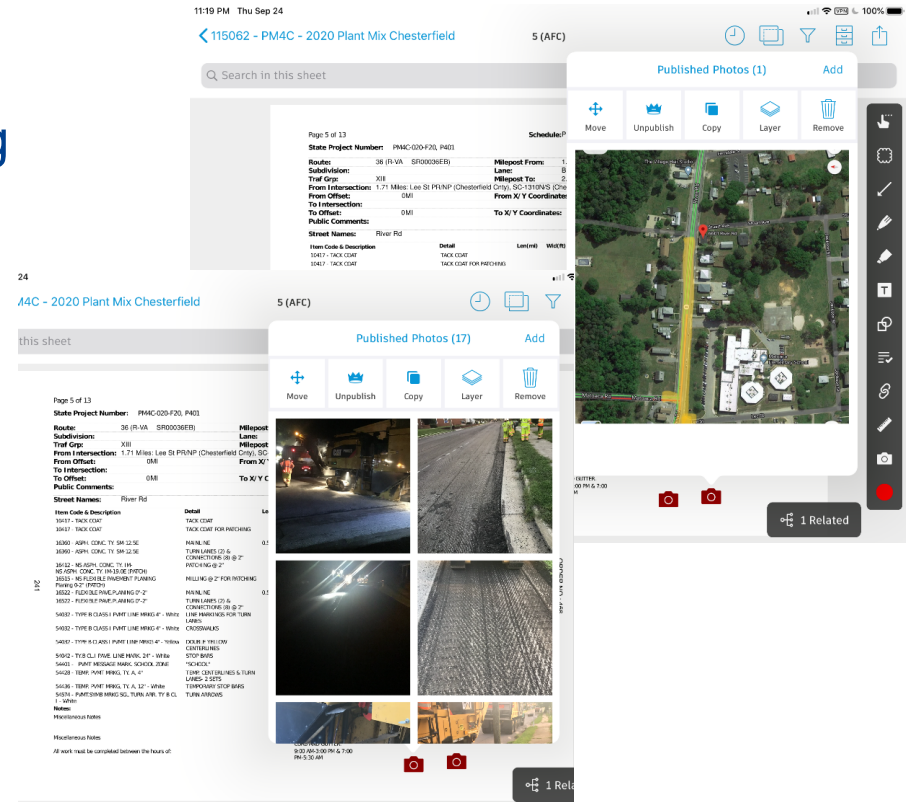
VDOT use of Consultant Staff on Projects
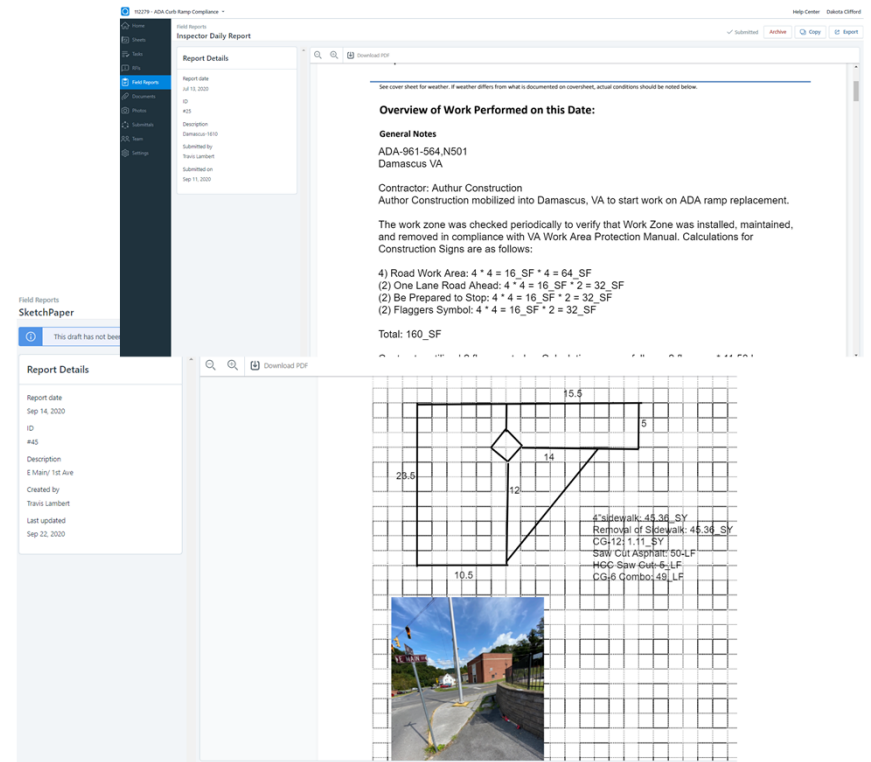
Tablet based inspection

- Do not limit your use to the training examples

- PlanGrid continually releases software enhancements

- Tinker and share best uses with peers

VDOT use of Consultant Staff on Projects

Tablet based inspection

- Innovative use is from the field

Question & Answer

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